
**DEPARTMENT
POLICY**

The policy and procedures in this item apply to Family Independence Program (FIP), State Disability Assistance (SDA), Medicaid (MA), and State Emergency Needs (SER) only; see BEM 704 and 706 for CDC, ASM 065 for Adult Community Placement (ACP), and ASM 221 for Adult Protective Services (APS).

Providers must be enrolled in Bridges and SIGMA Vendor Self Services (VSS) to be paid for services rendered.

Exception: Child Development and Care (CDC) licensed exempt-related and unrelated providers do not have this requirement; see *CDC providers* in this item.

Prior to Bridges enrollment, refer providers to the VSS website, <http://www.michigan.gov/SIGMAVSS> or 888-734-9749. A SIGMA Vendor Code (SVC) will be required to complete the DHS-2351-X, Provider Enrollment/Change Request. Bridges will assign a provider ID number when enrolled. The ID number is used when authorizing a payment to the provider.

The provider's name, Tax ID Number (TIN), address, SVC, and Address ID assigned to their payments address in VSS must correspond with their Bridges enrollment information to avoid a payroll error and to prevent a payment from being issued to an incorrect provider or mailed to an incorrect address.

**CENTRAL OFFICE
PROVIDER
ENROLLMENT**

The Provider Management Unit (PMU) is responsible for completing enrollments and making revisions or corrections to **all** provider service types.

Energy-Related Service Providers

Suppliers of non-heat electricity, natural gas, deliverable fuel and other household fuel types, along with energy-related home repair providers are enrolled as a Low-Income Home Energy Assistance Program (LIHEAP) provider.

The provider must complete and submit a DHS-355, Participation Agreement for Michigan's Low-Income Home Energy Assistance

Program, form to the PMU for a provider to be enrolled as a LIHEAP provider and to receive payment on behalf of a client.

Revisions or corrections to a provider's enrollment must be submitted in writing, by the provider, on a DHS-355 or their business letterhead and sent directly to the PMU.

Non-Energy Service Providers

To enroll or make changes to the enrollment of non-energy utility providers of water, sewer, burial, home repair, and shelter, (includes home ownership), submit a completed DHS-2351-X, Provider Enrollment/Change Request, to PMU.

Medical Service and Medical Photocopying Service

To enroll or make changes to the enrollment of a Medical Service or Medical Photocopying Service provider, submit a completed DHS-2351-X, Provider Enrollment/Change Request, to PMU.

Adult Foster Care, Homes for the Aged, and County Infirmaries

Adult Foster Care (AFC), Homes for the Aged (HFA), and County Infirmaries (CI) receiving payment for care must be enrolled by PMU; see BAM 430. Submit a completed DHS-2351-X, Provider Enrollment/Change Request to PMU. Special Living Arrangement (SLA) provider payment cannot be authorized unless the provider is enrolled with the appropriate eligibility type. SLA provider payment authorizations **cannot** be authorized beyond the eligibility type end date if an end date has been entered.

After all enrollments, PMU will respond to the emailed request with the provider ID and service begin date.

Child Development and Care (CDC) Providers

See BEM 704 and BEM 706 for further enrollment and payment information. **Licensed CDC providers** are maintained by PMU and must be registered in SIGMA VSS to receive payment. **License exempt CDC providers** are enrolled and maintained by Michigan Department of Education (MDE).

Note: License exempt related and unrelated providers do not require an SVC due to payment issuing to the parent. When assigning this provider type, disregard the Bridges pop up requiring an SVC by clicking OK.

Provider Management Unit

Use the *Search Enrolled Provider* inquiry to determine if the provider has already been assigned a provider ID number in Bridges. If an ID number has previously been assigned, reference that number on the DHS-2351-X.

For all state employees, use the Jira Portal to send all requests to PMU. For all non-state employees, email all requests to the PMU.

Jira Portal URL: <https://brg-jira-prd.state.mi.us/servicedesk/customer/portal/141>

PMU E-mail: MDHHS-Provider-Management@michigan.gov

Mailing Address:

Provider Management Unit
Economic Stability Administration
235 S. Grand Avenue, Suite 1402
Lansing, MI 48933-1805

Phone: 517-284-2953

SERVICE PROVIDERS

Multiple Provider ID Numbers

Some providers may be assigned to more than one provider ID number. This occurs when the company wants to differentiate between several business locations. Multiple provider ID numbers may be assigned to the same business or individual when the provider chooses to be enrolled and paid under a Federal Employer Identification Number (FEIN). Multiple provider ID numbers cannot be assigned when the provider chooses to be enrolled and paid under a Social Security Number (SSN). An individual who would like to obtain a FEIN should contact the Internal Revenue Service or the U.S. Post Office to obtain a Form SS-4, Application for Employer Identification Number. It may take several weeks to obtain a FEIN.

When a provider has been assigned multiple provider ID numbers, local office staff must review the enrolled name, address and tax identification number carefully before authorizing payment, to ensure that the correct provider ID number is used.

Multiple Names and Addresses

A situation may occur where the owner of the business or property requests that the payment be issued to and/or mailed to another individual or business.

For energy and non-energy service providers, payments are issued to the individual or business enrolled in Bridges and mailed to the physical address, or the address entered in the mailing address section. The provider's SVC and Address ID in Bridges must match the SVC and Address ID in VSS to ensure the payment is sent to the correct address.

Adding Eligibility Type(s) to Enrolled Providers

A provider may offer more than one service type using the same provider ID number. Additional service types may be added at any time to a provider ID number. The *Search Enrolled Provider* inquiry is used to determine the current service types.

CHANGES TO PROVIDER ENROLLMENT

Updating Enrollment Information

The provider must request changes to the provider file (for example, name or address) in writing. The request should include the new information, the provider's tax identification number and the provider ID number.

Submit a completed DHS-2351-X, with the written request from the provider to PMU. All changes are completed by PMU.

PROVIDER ENROLLMENT TERMINATION

Provider Enrollment Terminations - Central Office

All terminations are completed by PMU.

When provider enrollment termination is needed, submit the DHS-2351-X to PMU. Energy-related providers must submit their termination request on company letterhead or by completing the DHS-355.

When it is necessary to end date a provider ID number due to multiple provider ID numbers, PMU will enter the correct provider ID number in the comment section of the Provider Service Details screen of the end-dated provider ID number.

Send a DHS-2351-X to PMU to reactivate any end-dated provider ID number.

Note: Energy-related service providers must complete and submit a DHS-355 to have their enrollment re-established.

All Other Providers

Home for the Aged provider enrollments must be terminated by PMU. When notification is received from public health that the license/certification is terminated, forward notification to PMU.

Computer updates from Adult Foster Care licensing will automatically enter an end date for license closures for SLA, AFC and CI facilities.

PROVIDER ENROLLMENT FILE

Maintain forms used to enroll or change provider information on the provider enrollment file in a secure location. Also include any documents with information upon which a provider enrollment or change is based.